



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	CRIMINALIST III/SEROLOGIST
3	<i>Posting Number</i>	PN #107138
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	CRIME LABORATORY
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	1200 TRAVIS, 26 <sup>th</sup> FLOOR*
8	<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Receive, secure, preserve, inventory and store evidence according to established procedures. Properly document all evidence immediately upon receipt. Maintain security of evidence at all times. Analyze evidence, keep precise records, and develop accurate scientific conclusions. Analyze biological evidence, establish scientific results, and generate reports according to sectional standard operational procedures in a timely manner. Testify in court regarding the scientific conclusions obtained from analysis of evidence. Provide technical assistance to officer, ADA’s etc. Provide testimony accurately and effectively. Educate officers, etc. when necessary. Participate in laboratory projects and complete tasks as assigned by the technical leader or Laboratory Director. Perform laboratory projects as assigned in a timely manner. Provide supervision to sectional personnel. Establish guidelines to provide accurate scientific data, notes, conclusions, reports. Monitor all section reports. Train personnel to function independently. Guide each in implementation of SOP’s and policies. Provide counseling when required. Ensure reports are error-free.
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**WORKING CONDITIONS**  
There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.
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**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor’s degree in Biology, Molecular Biology, Biochemistry, Genetics or a related field. Must have successfully completed courses in biochemistry, genetics, molecular biology or other subjects providing a basic understanding of forensic DNA analysis, as well as courses or training in statistics and population genetics as it applies to forensic DNA analysis.
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**MINIMUM EXPERIENCE REQUIREMENTS**  
Four years of experience in a forensic laboratory as a testifying criminalist are required, with a preference for at least two of these years to be in the performance of Criminalist II duties.
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**MINIMUM LICENSE REQUIREMENTS**  
Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).
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**PREFERENCES**  
Preference will be given to criminalist with DNA experience.
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**SELECTION/SKILLS TESTS REQUIRED**  
None.
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**SAFETY IMPACT POSITION**

☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification.

Salary Range - Pay Grade 23

\$1,903.00 - \$2,173.00 Biweekly    \$49,478.00 - \$56,498.00 Annually
- 18

**OPENING DATE**

October 19, 2005
- 19

**CLOSING DATE**

Open Until Filled
- 20

**APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer